

CSC Adopted: June 2001 , CSC Revised: _____**Class Title: Senior Deputy City Attorney****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides legal assistance to various boards and commissions. Work involves litigation, the drafting and reviewing of documents, providing advice on multiple issues, handling citizen inquiries, and assessing liability risks.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs litigation by reviewing documents, researching legal principles, gathering and formatting evidence, drafting pleadings and briefs, and presenting arguments in trials and on appeals.
2	S	Prepares legal documents by collecting data, conferring with clients, researching, conducting negotiations, and drafting appropriate legal documents.
3	S	Performs Intergovernmental functions by interacting and negotiating with other governmental organizations, drafting bills, performing legal research, and providing written and oral briefs.
4	S	Promotes public relations by responding to inquiries from the public and media regarding city activities and city litigation and advising boards and commissions.
5	S	Advises clients by researching information and discussing case law, new rules, regulations and statutes.

CSC Adopted: June 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Over seven years experience as a Municipal Lawyer.
Certifications and Other Requirements	Virginia Law License
Reading	Work requires the ability to read court opinions and orders, contracts, statutes, regulations, witness statements, ordinances, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as some geometry, algebra, and trigonometry.
Writing	Work requires the ability to write high level briefs, ordinances, contracts, memorandum, and correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Incumbents contact others within the organization. These contacts may involve similar work units or departments within the City such as Finance and Planning which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: June 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, assisting personnel
Sitting	F	Computer, desk work, court room, driving
Walking	F	Inter-office, to/from office equipment
Lifting	O	Books, files, reports
Carrying	O	Books, files, reports
Pushing/Pulling	R	File cabinet drawers
Reaching	F	Files, reports, telephone
Handling	F	Files, reports
Fine Dexterity	F	Computer keyboard, writing, telephone keypad, calculator
Kneeling	R	Filing
Crouching	R	Filing
Crawling	N	
Bending	R	Filing
Twisting	R	Filing, to/from desk and computer
Climbing	O	Stairs
Balancing	O	On stairs
Vision	C	Computer monitor, reading, driving
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	R	Driving, dictaphone
Other (specify)	N	

CSC Adopted: June 2001 , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, general office supplies, Dictaphone, computer, printer, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)